



## City of Newport Beach SPECIAL EVENTS ADVISORY COMMITTEE Minutes - DRAFT

---

**Date:** November 21, 2011  
**Time:** 4:30 pm  
**Location:** OASIS Senior Center, Room 4

### 1. Call to Order

#### **Committee Members present:**

Judy Brower  
Jeff Cole  
Janis Dinwiddie  
Vicki Higgins  
Marshall Topping

#### **Committee Members absent:**

Laura Davis, Chair

#### **Staff present:**

Tara Finnigan, Public Information Manager  
Shirley Oborny, Executive Assistant to the City Manager

#### **Guests present:**

Richard Luehrs  
Jim Mosher  
Lisa Wolter

### 2. Approval of the Minutes

The approval of the following meeting minutes were continued to the next meeting:

- May 31, 2011
- June 9, 2011
- June 16, 2011
- September 26, 2011

### 3. Comments from the Public on Non-Agenda Items

Mr. Mosher felt the City shouldn't be gifting public funds because it's prohibited by the Constitution. He pointed out that the Nautical Museum asked for City funds for their Explorocean Gala, a private event. He feels there's no public return or benefit from the \$2,000 donation the City made to that event.

Mr. Luehrs voiced his concern that the Newport Beach Chamber of Commerce applied for a *City Sponsorship*; however, the agreement presented to him from the City was a *Grant Agreement*. He asked when it had changed from a *Sponsorship* to a *Grant*. He explained that because their organization is not a charitable organization, it's a mutual benefit corporation; it wouldn't qualify for charitable grants. Mr. Luehrs stated he has a meeting scheduled with the City Manager on

Nov. 28 to further discuss the issue. Discussion ensued about whether the application questions need to be changed from sponsorship-type questions.

Ms. Finnigan reiterated that the language was changed to allow the City to audit how public funds are being used by the recipients. She said the name of the funds may need to be called something else. She would ask for clarification from the Finance Department and the Office of the City Attorney. Mr. Topping suggested the applicants be involved in the decision to ensure they are able to accept the funds.

#### **4. Committee Member Recruitment**

Ms. Finnigan explained that due to the resignation of Kirwan Rockefeller, the City has started the recruitment to replace him. The applications are due by Wednesday, November 23, 5:00 pm. The City Council would like to interview candidates in December in hopes of having a new member appointed by January.

#### **5. 2012 Process Planning**

##### **a. Schedule for Next Grant Review and Award Cycle**

Ms. Finnigan distributed a 2012 calendar for review. The committee agreed as follows:

##### Committee Meetings

- January 23
- February 27
- March 19
- March 26
- April 2
- April 23
- April 30

In response to Mr. Cole, Ms. Finnigan said she would check with the Office of the City Attorney in regards to the issue the committee's been having with conflicts/recusals. Mr. Topping suggested that as the applications come in, the committee could group them according to which members would be available to vote on the event as opposed to grouping them by type of event. He suggested this could be done at the February meeting.

##### Committee presents recommendations to City Council

- May 8

##### **b. Revisions to Grant Applications**

The committee discussed the revised draft Application Overview and Application and suggested more revisions for improvement. Mr. Mosher suggested that if the applicant's information will be posted on the Internet, there should be a warning placed on the application. Ms. Finnigan said she would check with the City Clerk and City Attorney to find out whether or not their information would be available online or only at the Clerk's Office.

Ms. Finnigan asked the committee whether they think an organization who submits applications for funding for more than one event should be given less money for the second event. The committee felt that the decision should not be theirs. Their job is to weigh each event based on the criteria, not the amount of the money they're asking for. They agreed that decision should be up to the City Manager.

Ms. Finnigan asked the committee about their preference for the applicant to apply online or submit it in hard copy. The committee felt the applicant should be allowed to submit it either way, as long as the City is able to provide an online option.

The committee agreed that Mr. Topping would forward the application to the rest of the committee for final approval and then he would forward it to Ms. Finnigan to have it available online by December 15, 2011.

**c. Revisions to Evaluation Process including Scoring Sheet**

The committee discussed this item in conjunction with Item 5b.

**6. Next Meeting**

The next meeting was scheduled for January 23, 2012.

**7. Adjournment**

The meeting adjourned at 6:10 p.m.